



PSYCHOLOGIST/COUNSELLOR

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Psychologist/Counsellor is appointed by the Principal and is responsible to the Deputy Principal Students for the provision of services relating to the wellbeing of the students. The Psychologist/Counsellor has a significant role that requires initiative, discretion, expertise and varying levels of confidentiality in dealing with matters of importance to the psychological and emotional wellbeing of students. They work to facilitate access, participation and to maximise educational outcomes for students, and, if qualified, to utilise psychological expertise in education and learning to support and build the capacity of the school community toward the same goals.

The Psychologist/Counsellor must hold appropriate professional qualifications and maintain membership of a relevant professional body. They are expected to demonstrate a comprehensive knowledge and understanding of adolescent mental health and be able to work with families and staff to support the mental health and wellbeing of all students in our care.

The Psychologist/Counsellor will support the mission, vision and values of the College as articulated in the College Mission and Vision Statements. The Psychologist/Counsellor will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

Provide counselling services to students who experience significant social, emotional, behavioural and educational difficulties

- Provide confidential counselling and guidance to students who may be self, teacher or parent referred.
- Develop strategies with students for use in their interactions with teachers, peers and parents.
- Where the need arises, develop and implement appropriate small group programs for students to assist in improving their wellbeing.
- Work with the Deputy Principal Students in addressing school refusal.
- Assist in developing student safety plans and act as case manager.
- Conduct risk assessments across a range of mental health presentations as needs arise.
- Follow Child Safe PROTECT protocols and provide appropriate school-based and external support.

Develop relationships and liaise with outside agencies

- Make appropriate and timely referrals to outside agencies.
- Liaise with agencies as is necessary for case management.
- Provide information to students and families on available resources and referral.

Provide support to students and their families

- Link parents/families to external support agencies where appropriate.
- Facilitate and/or participate in meetings concerning students' mental health issues with relevant staff and outside agencies.
- Participate in Program Support Group meetings when required by the Learning Diversity Leader.

Participate in staff and community development and support through professional learning and outreach programs to enhance the social and emotional wellbeing, health and educational effectiveness of the College and its community

- Assist staff to undertake their wellbeing role and build staff capacity re same.
- Work with Year Level Leaders in developing wellbeing programs for their respective year levels.
- Assist Year Level Leaders and teachers to facilitate positive wellbeing and learning of students experiencing difficulties by providing information and guidance.
- Present to staff and parents, as required, on matters relating to student wellbeing.
- Contribute to critical incident response and debriefing and counselling at a personal and community level.
- Collaborate with relevant staff in the development and review of key policies relating to wellbeing.

Administer and interpret psychological assessments (Psychologists only)

- Conduct psychological screening in child and adolescent mental health.
- Conduct cognitive assessments, report writing and report feedback meetings.
- Analyse and interpret psychological, behavioural and cognitive assessments completed by external agencies and communicate findings to relevant staff.

Provide strong administration & communication skills in line with College policies and practices, relevant professional standards and codes of conduct

- Maintain records and case notes in accordance with College requirements and professional protocols.
- Maintain and develop a professional library and resources relevant to a school-based counselling service.
- Ensure communication between relevant parties is clear and timely.
- Meet with the Deputy Principal Students and Year Level Leaders on a regular basis to monitor student wellbeing across all year levels.
- Meet regularly with the Deputy Principal Students concerning counselling services, supervision and individual case management.
- Prepare caseload summary reports for Deputy Principal Students (one per cycle).
- Undertake regular professional supervision.
- Attend relevant meetings, networks and professional learning activities organised by external agencies and professional organisations related to guidance and counselling in schools, including MACS networks, meetings and briefings.
- Liaise with psychologists/counsellors in other Catholic schools as required.
- Attend general staff meetings and other meetings as relevant to the position.
- Be involved in the broader life of the College by attending whole school events such as Masses, liturgies, Sacred Heart Day, sports events, Annual Music Concert and College assemblies.
- Follow all OH&S policies and take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.

QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications

- Appropriate qualification/s in Psychology or Counselling.
- Membership of the relevant professional body.

Experience

- Experience working with adolescents.
- School experience would be highly regarded.

Skills

- Ability to exercise discretion, confidentiality and sensitivity.
- Ability to apply legal and ethical considerations in an educational setting.
- Excellent communication skills across a range of audiences and settings.
- Excellent administrative and organisational skills.
- Strong interpersonal skills and the ability to remain calm and patient.
- Ability to work as part of team.
- Meticulous record keeping skills.
- Competent IT skills required in an educational setting including the ability to use MS Office suite, especially Word, Excel, Power Point, Outlook and Teams.

VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Students
Internal Liaisons	Year Level Leaders, Learning Diversity Leader, Learning Leaders, Literacy and Numeracy Coordinators, VCE Leader, students, staff, families
External Liaisons	MACS and external agencies as required
Conditions	Education Support Officer - Category B (level dependent on qualifications and experience) Full Time Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Ongoing